

## **DEPUTY CHIEF OF POLICE**

(Promotional Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a responsible administrative position, the primary duties of which are assisting the Police Chief in overseeing the operations of the department. The incumbent of this class is required to perform the duties of the Police Chief in the Chief's absence. The Deputy Chief of Police is directly responsible for personnel management functions, for performing public relations duties as assigned by the Police Chief, for producing records and reports to document department activity, and for assisting in managing all law enforcement operations of the department. The employee of this class works with a high degree of independence, reporting to and having work reviewed by the Police Chief. This class ranks directly below that of Police Chief.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Assists the Police Chief in managing all operations of the police department. Performs the duties of the Police Chief in the Chief's absence. Assists in determining how to organize all department operations, including how to deploy available personnel. Studies new laws, regulations, ordinances, and court rulings relating to police department operations to determine if changes in department policies and procedures are needed. Recommends management policies, programs and activities of the department. Conducts inspections of the various services and observes operations, evaluating the effectiveness of services and operations to correct or improve problem areas.

Supervises department employees by conducting roll call, inspecting personnel appearance, assigning work schedules and areas, providing assistance in technical areas of work, and approving leave. Reviews written reports and holds meetings with subordinates to receive or disseminate information. Evaluates work performance of subordinates, and writes employee evaluation reports. Resolves employee complaints and grievances, and counsels employees who are experiencing work problems. Maintains discipline by conducting corrective interviews and by recommending and administering disciplinary action as directed by the appointing authority.

Organizes and manages personnel recruitment and selection programs. Interviews prospective employees and makes recommendations on hiring. Develops a training program for the department, ensuring

that the program is properly staffed and supplied with training materials and making recommendations for improvements. Evaluates training needs and provides for employee training at all levels within the department by scheduling department or outside training. Provides on-the-job training for department members. Conducts research of technical data, including local crime reports, statistics, bulletins, and specifications for the purpose of integrating such material into the training program.

Assists the Police Chief in overseeing the law enforcement functions of the department, including patrol and general law enforcement, traffic control and traffic accident investigations, special tactical operations, crime scene and criminal investigation, and handling of juveniles.

Supervises the preparation and maintenance of departmental records and reports. Reviews incoming communications and either personally handles matters or assigns them to a subordinate. Writes letters in answer to oral or written requests or as required to handle needs of the police department.

Authorizes the expenditure of funds allocated for police department operation, making sure that such expenditures are in accordance with the budget. Prepares expenditure estimates and recommends the purchase of departmental equipment and supplies. Acquires estimates on repair costs and determines which repair service should be used for equipment. Reviews and signs purchase requisitions, payment vouchers, or related financial records in accordance with departmental policy.

Promotes a positive public image of the work of the department in the daily performance of duties. Acts as department representative to the news media, releasing information and answering questions or writing newspaper articles for publication. Makes speeches or conducts demonstrations on law enforcement topics at schools or meetings of citizen's groups. Answers inquiries from the public about the operation of the police department or any related areas of law enforcement operations. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed. Works with other public service agencies on projects of mutual concern to both the agency and the police department.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Police Lieutenant for at least two (2) years immediately preceding closing date for application to the board.